

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

SECRET**COMPT** 83-1255

14 DEC 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Executive Director

SUBJECT: Financial Guidance for FY 1984

1. The Congress has completed action on CIA's FY 1984 budget request. The FY 1984 program levels for your Directorate are as follows:

Agency Operations:
 Personal Services
 Nonpersonal Services

 Total Funds

 Positions

 FTE:
 Full-time
 Temporary/Part-time
 Indigenous

Construction Appropriation:
 New Headquarters Building

The New Headquarters Building will be funded from a separate multiyear appropriation and may not be comingled with Agency operating funds. A separate allotment will be issued.

2. The attachment provides specific guidelines for executing your 1984 program. These guidelines are intended to provide necessary flexibility for you to execute your planned program and at the same time assure that: (a) significant unavoidable costs, such as personal services and are covered, (b) notification and approval requirements imposed by our external reviewers are satisfied, and (c) significant adjustments to the approved program are assessed in an Agency-wide perspective. The Comptroller will hold periodic meetings to review the status of the Agency's financial and personnel resources and will take the necessary action to insure that the Agency's essential needs are met throughout the year. Even with the increased resources in FY 1984, important shortfalls have been identified in such areas as space, ongoing projects, and operational requirements. Your cooperation and candor in identifying potential savings are essential if we are to be able to satisfy these important unfunded requirements.

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25X1 3. Please work closely with the Comptroller on these matters to insure
the Agency's overall needs and priorities are adequately considered.

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Attachment:
As Stated

SECRET**COMPT** 83-1255 *B*

MEMORANDUM FOR: Deputy Director for Intelligence

FROM:

Executive Director

SUBJECT: Financial Guidance for FY 1984

1. The Congress has completed action on CIA's FY 1984 budget request. The FY 1984 program levels for your Directorate are as follows:

Personal Services
Nonpersonal Services

Total Funds

Positions

FTE:

Full-time

Temporary/Part-time

2. The attachment provides specific guidelines for executing your 1984 program. These guidelines are intended to provide necessary flexibility for you to execute your planned program and at the same time assure that: (a) significant unavoidable costs, such as personal services and are covered, (b) notification and approval requirements imposed by our external reviewers are satisfied, and (c) significant adjustments to the approved program are assessed in an Agency-wide perspective. The Comptroller will hold periodic meetings to review the status of the Agency's financial and personnel resources and will take the necessary action to insure that the Agency's essential needs are met throughout the year. Even with the increased resources in FY 1984, important shortfalls have been identified in such areas as space, ongoing projects, and operational requirements. Your cooperation and candor in identifying potential savings are essential if we are to be able to satisfy these important unfunded requirements.

3. Please work closely with the Comptroller on these matters to insure the Agency's overall needs and priorities are adequately considered.

Attachment:
As Stated

DCI
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SECRET**COMPT** 83-1255/1**14 DEC 1983****MEMORANDUM FOR: Deputy Director for Operations****FROM:**[REDACTED]
Executive Director**SUBJECT:**

Financial Guidance for FY 1984 [REDACTED]

1. The Congress has completed action on CIA's FY 1984 budget request.Personal Services
Nonpersonal Services

Total Funds

Positions

FTE:


Full-time
Temporary/Part-time
Indigenous

2. The attachment provides specific guidelines for executing your 1984 program. These guidelines are intended to provide necessary flexibility for you to execute your planned program and at the same time assure that: (a) significant unavoidable costs, such as personal services and [REDACTED] are covered, (b) notification and approval requirements imposed by our external reviewers are satisfied, and (c) significant adjustments to the approved program are assessed in an Agency-wide perspective. The Comptroller will hold periodic meetings to review the status of the Agency's financial and personnel resources and will take the necessary action to insure that the Agency's essential needs are met throughout the year. Even with the increased resources in FY 1984, important shortfalls have been identified in such areas as space, ongoing projects, and operational requirements. Your cooperation and candor in identifying potential savings are essential if we are to be able to satisfy these important unfunded requirements. [REDACTED]

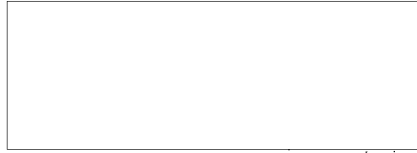
3. In addition to the reprogramming guidelines contained in the attachment, I also request that you bring to the attention of the Comptroller all reprogrammings, regardless of size, [REDACTED]

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25X1 4. Please work closely with the Comptroller on these matters to insure
the Agency's overall needs and priorities are adequately considered. 

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Attachment:
As Stated

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COMPT 83-1255 / 13

14 DEC 1983

MEMORANDUM FOR: Deputy Director for Science and Technology

FROM: [REDACTED]

Executive Director

SUBJECT: Financial Guidance for FY 1984 [REDACTED]

1. The Congress has completed action on CIA's FY 1984 budget request. The FY 1984 program levels for your Directorate including [REDACTED] are as follows:

Personal Services
Nonpersonal Services

Total Funds

Positions

FTE:

Full-time
Temporary/Part-time
Indigenous

2. The attachment provides specific guidelines for executing your 1984 program. These guidelines are intended to provide necessary flexibility for you to execute your planned program and at the same time assure that: (a) significant unavoidable costs, such as personal services and [REDACTED] are covered, (b) notification and approval requirements imposed by our external reviewers are satisfied, and (c) significant adjustments to the approved program are assessed in an Agency-wide perspective. The Comptroller will hold periodic meetings to review the status of the Agency's financial and personnel resources and will take the necessary action to insure the Agency's essential needs are met throughout the year. Even with the increased resources in FY 1984, important shortfalls have been identified in such areas as space, ongoing projects, and operational requirements. Your cooperation and candor in identifying potential savings are essential if we are to be able to satisfy these important unfunded requirements. [REDACTED]

3. Please work closely with the Comptroller on these matters to insure the Agency's overall needs and priorities are adequately considered. [REDACTED]

Attachment:
As Stated

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83-1255/4

14 DEC 1983

MEMORANDUM FOR: Administrative Officer, DCI Area

FROM:

Executive Director

SUBJECT: Financial Guidance for FY 1984

1. The Congress has completed action on CIA's FY 1984 budget request. The FY 1984 program levels for the DCI Area are as follows:

Personal Services
Nonpersonal Services

Total Funds

Positions

FTE:

Full-time
Temporary/Part-time

2. The attachment provides specific guidelines for executing your 1984 program. These guidelines are intended to provide necessary flexibility for you to execute your planned program and at the same time assure that: (a) significant unavoidable costs, such as personal services and are covered, (b) notification and approval requirements imposed by our external reviewers are satisfied, and (c) significant adjustments to the approved program are assessed in an Agency-wide perspective. The Comptroller will hold periodic meetings to review the status of the Agency's financial and personnel resources and will take the necessary action to insure that the Agency's essential needs are met throughout the year. Even with the increased resources in FY 1984, important shortfalls have been identified in such areas as space, ongoing projects, and operational requirements. Your cooperation and candor in identifying potential savings are essential if we are to be able to satisfy these important unfunded requirements.

3. Please work closely with the Comptroller on these matters to insure the Agency's overall needs and priorities are adequately considered.

Attachment:
As Stated

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Financial Guidelines for Executing the 1984 Program

Allotments

1. Allotments will be issued by the Office of the Comptroller at the directorate level and will subdivide resources into (a) personal services, (b) nonpersonal services, and (c) property requisitioning authority. In certain cases, such as Reserve releases, restricted allotments will be issued covering specific projects.
2. Directorates will issue office suballotments to appropriately control the use of funds within their purview.

Operating Programs

1. Records and controls over resources will be maintained by component, project number (FAN), and subobject class. Obligations within a FAN account should not exceed the operating amount. Similarly, obligations within an office for a given subobject class should not exceed the operating amount for that SOC. Adjustments to the operating amount, including any necessary reprogramming approvals, should be made prior to such obligations.

Reprogrammings

A. Nonpersonal Services

1. The base from which reprogramming will be judged is the resource data as reflected in the 1984 column of the 1985 Congressional Budget.
2. This data will become the operating budget (operating amount column) in the Financial Resources System (FRS) and should be reflected in the December Trend Reports.
3. The following reprogramming actions and funding changes must be submitted to the Comptroller for approval:
 - a. Proposals to shift nonpersonal services funds in amounts of \$100,000 or more between major object classes or FANs, and within major object classes (particularly MOC 2500) where the purpose of the planned obligation is significantly different from that initially budgeted. Comptroller approval is not required for adjustments between object classes for supplies and equipment (26 and 31) of a purely technical nature where funds are expended for essentially the same purpose as they were budgeted.

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b.

c. Proposals requiring Congressional action. These proposals will be forwarded by the Comptroller to the DCI, who must approve all actions requiring Congressional notification or approval. Congressional notification and/or approval is required when reprogramming involves:

- Any activity which is politically sensitive or which could potentially be embarrassing to the US.
- Any activity that has been specifically limited or denied by Congressional action.
- Any proposed significant activity not specifically authorized by Congress.
- Any increase of \$10 million or more in procurement or \$5 million in operations and maintenance costs (including personal services).
- Any increase in any R&D program of \$4 million or more.
- Any below-threshold action involving a new program that will result in significant follow-on costs.
- Any item designated by Congress as being of special Congressional interest (e.g., all reprogramming into or out of [redacted] regardless of the amount, require Congressional approval).

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4. Proposed reprogramming requiring Comptroller approval should be requested or concurred in by the appropriate Deputy Director and should identify:

- a. the FAN accounts/SOCs affected;
- b. a description of the requirement for which funding is being requested;
- c. the impact on the program or activity from which funds are being reprogrammed; and
- d. the effect, if any, on subsequent year budgets.

B. Personal Services Funds

1. Directorates may reprogram personal services funds between components to meet projected personal services needs. Operating budgets must be adjusted continuously throughout the year to accurately reflect projected personal services requirements and to facilitate monitoring.

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2. Personal services funds may not be converted to nonpersonal services object classes without prior approval of the Comptroller.

Property Requisitioning Authority

1. All requests for conversion of funds to PRA or vice versa must be submitted to the Comptroller's Office stating the requesting component, dollar amount, and reason for conversion.
2. After 15 August 1984, conversion will be allowed only in exceptional circumstances and must be requested by the appropriate Deputy Director. There will be no conversions after 1 September except to cover price increases on requisitions processed prior to that time or to cover year-end reprogramming approved by the Comptroller.

Comptroller's Meetings

In preparation for Comptroller Meetings, the Directorates will provide the Comptroller with an operating budget status report by the tenth working day of the month in which the meeting is scheduled. The report shall contain:

- Estimated directorate personal services requirements for both funds (by subobject class) and FTE (showing both FTP and T/PT personnel) projected to year-end.
- Component nonpersonal services commitments involving items over \$100,000. Such items should be specifically identified.*
- Surplus nonpersonal services funds or savings available for uses other than originally budgeted.
- Status of obligations and commitments on specific activities identified by the Comptroller prior to the monthly meetings.
- Unfunded requirements in excess of \$100,000 (\$50,000 for the DDI and DCI Area) which cannot be covered by directorate reprogramming. The requirements should be described and listed in rank order (highest priority first). Descriptions should be sufficient to permit a determination of the relative merits of the requirement and its importance in the overall Agency mission. Note those which clearly are considered non-discretionary (i.e., which must be funded) and the date by which funds must be made available.

*Commitments include only those items on which formal action has been initiated to incur obligations, but because of administrative/procurement contract processing, and/or other delays the obligations have not been recorded in the FRS. Beginning with the current fiscal year, commitments are being recorded in FRS.

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Directorates having unobligated 1984 nonpersonal services balances exceeding \$1 million in an individual office as of 15 September 1984 are to provide the Comptroller with a written report on the status of these unobligated balances, including the planned date of obligation. Changes to the planned schedule of obligation should be immediately reported to the Comptroller's Office.

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